



City of Newport

Request for Public Records

998 Monmouth Street
Newport, Kentucky 41071-2115
Phone: (859) 292-3666
Fax: (859) 292-3669
TDD: (859) 292-3622

Name: _____ Phone Number: _____

Address: _____

I wish to ☐ obtain ☐ review _____ copies of the following public records:

1. _____
2. _____
3. _____
4. _____

Dated this _____ day of _____, 20__.

Signature of Applicant

Requests for City of Newport documents must be made to the City Clerks Office. There is a \$.10 per page (Size 8 1/2" x 11") charge for copies of most public documents.

Hours of Operation

8:30 AM – 4:30 PM

Monday – Friday

Reason for Denial:

1. The records requested are exempted by law from mandatory disclosure.
2. The requested records places an unreasonable burden on the custodian in producing voluminous public records.
3. Other reasons: _____

Disposition of Request

- _____ Documents Reviewed Immediately
_____ Copies Provided by _____
_____ Request Denied on _____

Comments: _____

Total Cost \$ _____

Received by: _____ Date: _____

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